

SECRET
Classification

16

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140077-8

REPORTS INVENTORY

DDS/OTR ☐ - 2 25X1

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Weekly Activity Report

2. TYPE
OF
REPORT

STATISTICAL

☒ NARRATIVE

☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☒

PERSONNEL

☒

TRAINING

☒ ADMIN. GENERAL

☒

LOGISTICS

☒

SECURITY

OTHER (specify)

☒

MEDICAL

☒

FINANCE

4. NO. OF COPIES PREPARED

5

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Weekly

6. DISTRIBUTION (No. of components not
number of copies)

2

7. FORMAT (memorandum, form
computer print-out, etc)
Memorandum

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

DTR and OTR Reg. 1-2

10. PREPARING COMPONENT (include lowest level
contributing information to report)

Branches and

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

1 ☐, same title

25X1

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	= COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-16	14.50	0.25	3.63	52	\$ 188.76
GS-15	12.80	0.5	6.40		332.80
GS-14	11.00	1	11.00		572.00
GS-13	9.10	1	9.10		473.20
GS-12	8.00	1	8.00		416.00
GS-11	6.50	0.5	3.25		169.00
GS-08	4.90	2	9.80		509.60
GS-07	4.50	1	4.50		234.00
Sub-Total:					\$ 2,895.36

(Continued)

B. MACHINE-PRODUCED REPORTS

<input type="checkbox"/>					
GS-14	11.00	2	22.00	52	1,144.00
GS-5	3.60	2	7.20	52	374.40
Sub-Total:					\$ 1,518.40

TOTAL COSTS PER YEAR

\$ 4,413.76

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report started in 1957 by direction of the Director of Training.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒

RETAIN AS IS

☐ OTHER (explain)

MAN-HOURS

DOLLARS

0

0

STAT

☐ CHANGE

☐ DISCONTINUE

16. DATE OF INVENTORY

29 Sep 70

18. EXTENSION

☒

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(22-26-42)